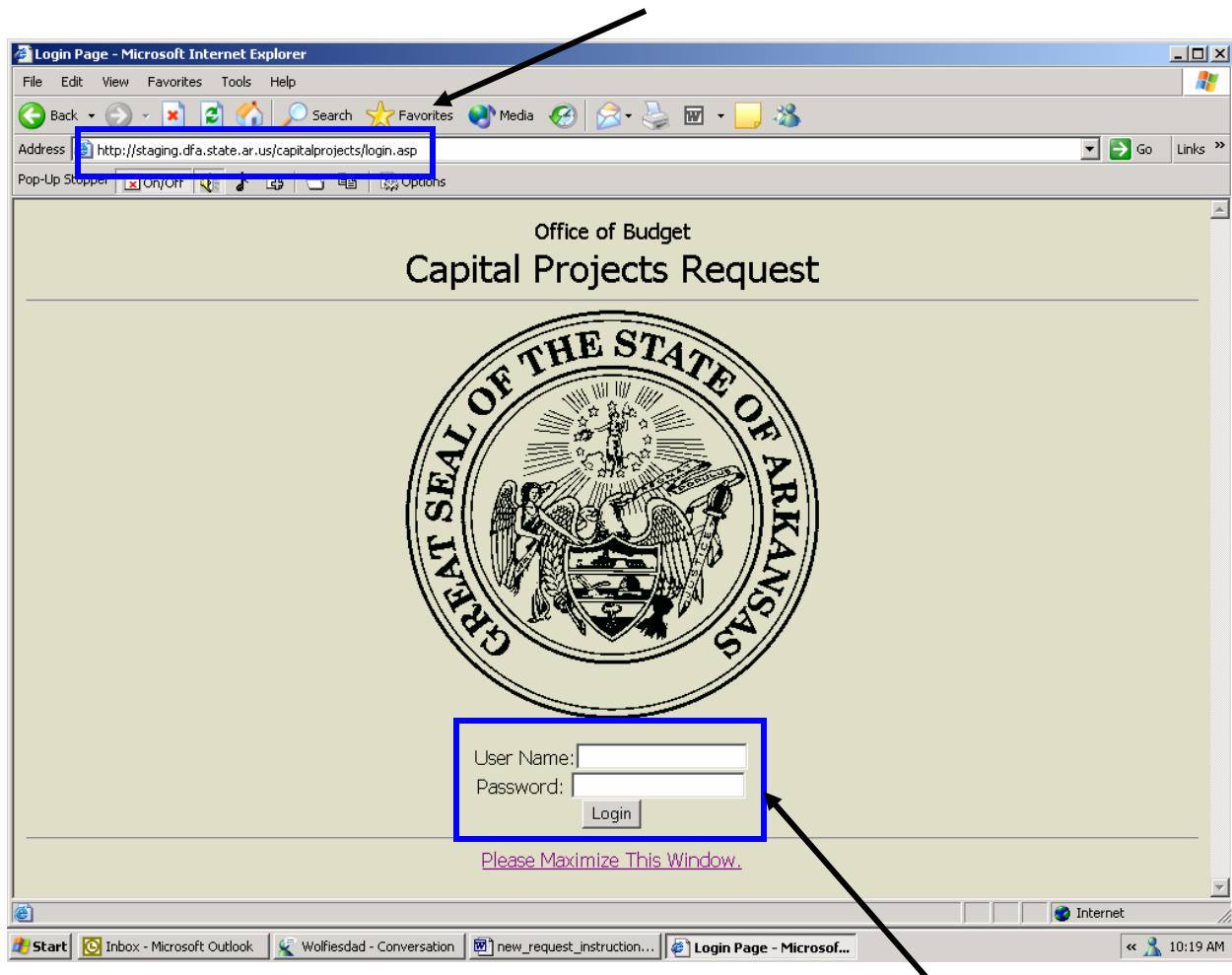# INSTRUCTIONS FOR MODIFYING A CAPITAL PROJECTS REQUEST

Enter the following address in your web browser (Internet Explorer and Netscape are the most common) address window: http://staging.dfa.state.ar.us/capitalprojects

Enter the User Name and Password that have been provided to you.

There are two transaction screens you will use to modify a request that has been previously entered: (1) the "Modification to Project Request" screen will allow you to choose which project to modify, and (2) the "Modification to Project Request Section" screen will allow you to select which section or sections of the project request you need to modify. **The action taken in logging off the system automatically saves the project information you have modified.**
Instructions on using these screens are as follows:

CHOOSING WHICH PROJECT TO MODIFY

Click on the down arrow to show list of projects, click on project to be modified and click on Modify Request button.

CHOOSING WHICH SECTION OF THE PROJECT TO MODIFY
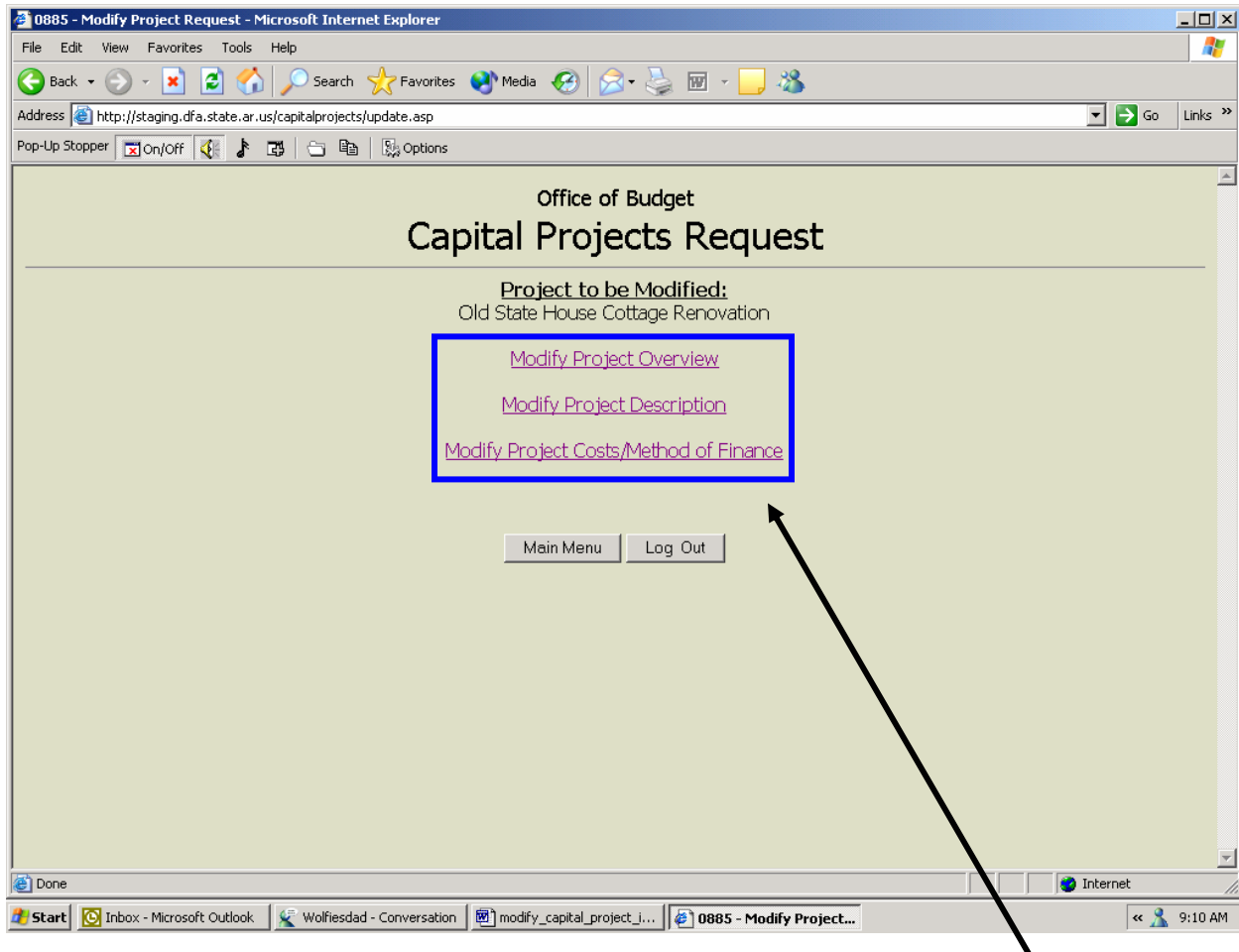
Click on the link to the particular section in which you need to make modifications to the request as it was originally entered. Each time you finish making changes and click the "Continue" button, you will be brought back to this screen so that you can modify another section if necessary.

NOTE: DO NOT use dollar signs or commas when entering your amounts. If you get an error message when you submit this screen, use the back button on your browser and check to see if you used either dollar signs or commas in your numbers.

When you have completed making your modifications, you can either go back to the Main Menu to continue working if you have other projects to modify or Log Out if you are finished by clicking on the appropriate button at the bottom of the screen. **Logging out will automatically save the data you have modified.**